

This Quick Reference Card provides an overview of the steps and instructions to perform the business rules validation for a Pool. Validation will be performed at both the Pool and Loan level.

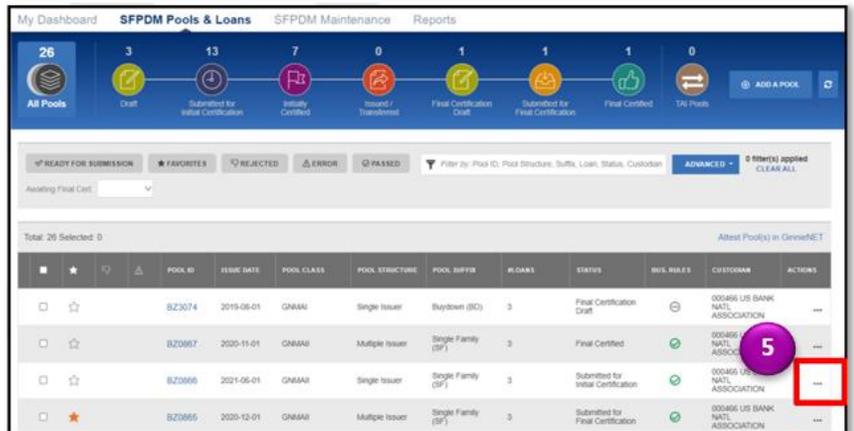
NAVIGATING TO SFPDM

1. Navigate to **MyGinnieMae** via <https://my.ginniemae.gov>
2. Select **Login**.
3. Login with your MyGinnieMae credentials.
4. From the **MyGinnieMae** landing page, select **SFPDM Pools & Loans** tab.



VALIDATING A POOL

5. Select [...] to display the list of actions available for the Pool.



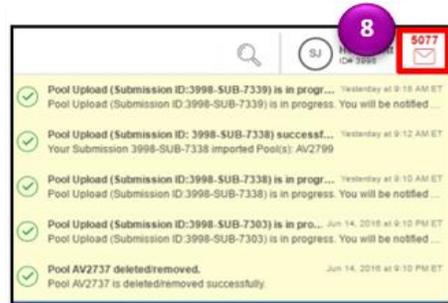
6. Select the **VALIDATE** button.



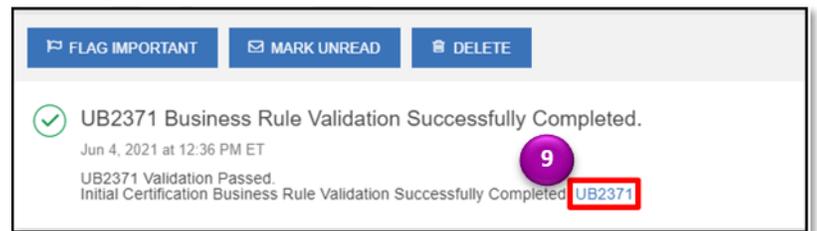
- SFPDM will generate a Success message, indicating the Pool has been sent for validation. Select the **OK** button to close the message and continue.



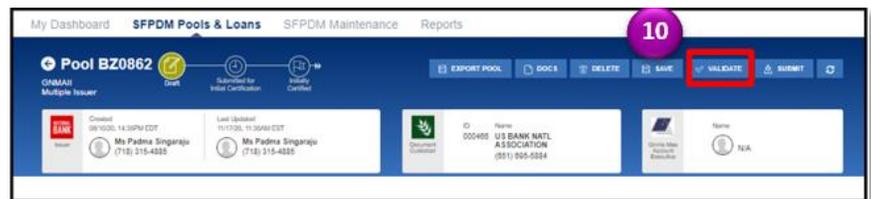
- Select the message icon at the top right of the page to display notification.



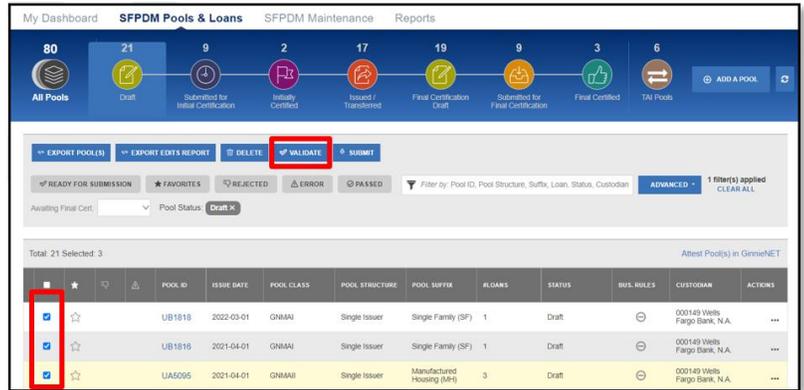
- Select the Pool ID number hyperlink in the message to navigate to the Pool Details screen.



- You can also select the **VALIDATE** button from the Pool Details screen. If there are no Validation Errors, you can submit the Pool for Initial Certification. If there are errors, individual Pool or Loan records must be corrected and business rules validation must be applied again.

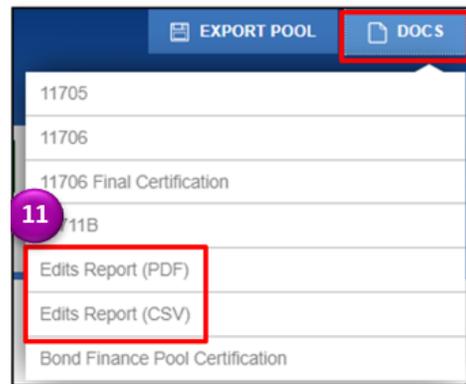


NOTE: You can also select multiple Pools and run validation. Select the checkboxes on the Pools & Loans screen, then select the **VALIDATE** button at the top of the screen, in the SFPDM Pools & Loans header.



11. If there are Validation Errors, select the **DOCS** button and select the **Edits Report** option. The Edits Report will appear in a new tab in your browser.

NOTE: The Edits Report is available in PDF and CSV formats.



12. Make corrections, save your changes, and select the **VALIDATE** button to confirm all errors are removed.

